

Safe Drinking Water Loan Program (SDWLP)
Financial Assistance Application

Form 8700-262 (R 2/03)

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Additional Required Submittals - This checklist is part of the application. Keep a copy to track your submittals to the SDWLP.

At least 2 months prior to preparation of the SDWLP Financial Assistance Agreement (FAA), the following information must be submitted to and reviewed by the appropriate parties. Supply as many target and actual submittal dates as are available; work with your SDWLP project manager to establish dates.

Required Items - All Projects <i>(Submit to Bureau of Community Financial Assistance, unless indicated otherwise)</i>	N/A or ✓	Target Submittal Date	Actual Submittal Date
1. Bidding documentation			
a. proposal of the successful bidder			
b. bid tabulation			
c. engineer's recommendation based on bid evaluation			
d. legal opinion of statutory compliance, if contract awarded to other than the low bidder			
e. addenda to plans and specifications			
f. evidence of bid advertisement			
g. a copy of the bid bond			
h. evidence of a resolution awarding the construction contract			
i. a copy of the executed construction contract			
j. construction start date and expected substantial and final completion dates			
k. MBE/WBE/SBRA Good Faith Certification (Form 8700-294)			
l. MBE/WBE/SBRA Contacts Worksheet (Form 8700-294A or other format)			
1) MBE Self Certification (Form 8700-295), if utilizing MBEs not certified by an agency			
2) WBE Self Certification (Form 8700-296), if utilizing WBEs not certified by an agency			
2. Legal opinion on land ownership and acquisition of easements and right of ways			
3. Request for Disbursement (Form 8700-215) and supporting invoices			
4. Draft legal documents related to the authorization and issuance of bonds (typically submitted by bond counsel or attorney)			
Other Required Items - Only if applicable to your project <i>(Submit to Bureau of Community Financial Assistance unless indicated otherwise)</i>	N/A or ✓	Target Submittal Date	Actual Submittal Date
5. Proof of user charge adoption, if non-PSC regulated			
6. Application to increase water rates (submit to PSC no later than September 15th)			
7. Proof of PSC water rate approval (must be approved and issued by PSC by March 15th)			
8. Executed contract with A/E firm for construction management, if costs requested			
9. Force Account Certification (Form 8700-245), if costs requested (Part II)			
10. Executed intermunicipal agreement (Part IV)			
11. Copy of title or deed for land purchased for the project, if land purchase costs requested			
12. Statement of payoff amount, if refinancing a portion of or an entire debt			
13. Pre-award Compliance Review Report (EPA Form 4700-4), if federally funded project			
14. Federal Cross Cutter Certification (Form 8700-201), if designated a federal equivalency project			